

GENERAL DEFINITION OF WORK:

Performs responsible professional work providing skilled support in claims handling and investigation to include workers' compensation, liability, property and automobile; providing expertise to employees and claimants regarding claims filing and statutory regulations; and monitoring and analyzing trends, and creating and distributing management reports on losses and regulated information. Work is performed under general direction of the Human Resources Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides support in claims handling to include workers' compensation, liability, property and automobile;
- Provides expertise and technical support to employees and claimants regarding claims filing and statutory regulations;
- Oversees, develops, implements and establishes work safety policies and procedures. Performs safety/OSHA audits of worksites and school sites.
- Ensures regulations are met in regards to OSHA, NFPA, ANSI standards.
- Maintains close communications with School and County departments assuring that their liability insurance needs are being met.
- Oversees the administration of Family and Medical Leave (FMLA) and Workers Compensation programs.
- Receives and processes incident reports; determines compensability and liability; makes contact with employees and citizens and enters data into claims systems;
- Conducts claims investigations to determine liability and compensability;
- Coordinates with all departments, employees, and physicians to ensure the timely processing of all claims and medical bills;
- Works closely with the Human Resources Director to develop and prepare specific reports to evaluate loss data for distribution and analysis.
- Monitors and analyzes trends and creates and distributes management reports on losses and regulated information in order to communicate results and reduce exposures to liability;
- Maintains and monitors databases for all claims, insurance, and safety information;
- Prepares statutory reports for the Virginia Worker's Compensation Commission;
- Prepares quarterly DMV reports on workers' compensation and automobile losses for department and directors;
- Analyzes and maintains statistical records;
- Maintains all databases and prepares reports as needed or requested;
- Manages the property and facility list;
- Prepares the Risk Management Annual Report;
- Creates, writes, designs, and distributes newsletters, flyers, fact sheets and other media for communication to Risk Management's objectives, programs and activities.
- Interprets policies and regulations for the County workforce, School Division and the general public;
- Determines if cases are recordable by OSHA standards;
- Prepares OSHA logs, accident and incident reports, and loss analysis reports;
- Assists in developing and preparing specific reports to evaluate loss data for distribution and analysis.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of risk handling techniques and methods, OSHA regulations and compliance, workers' compensation, Family and Medical Leave Act compliance, and health and welfare benefits; thorough knowledge of property/casualty insurance coverage and insurance contract language; ability to identify risks and determine situations in which the County might be exposed to financial loss and how these situations can be eliminated or reduced; ability to analyze, interpret and report research findings; ability to interpret and make decisions in accordance with laws, regulations and policies including OSHA; ability to communicate effectively in both oral and written form; ability to establish and maintain effective working relationships with employees, municipal officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in risk management or related field and some experience in municipal risk management including responsibility for analyzing and processing liability claims.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver’s license valid in the Commonwealth of Virginia. Required to be a Notary Public.